

## ROLE PROFILE

|                   |      |                            |           |                |
|-------------------|------|----------------------------|-----------|----------------|
| <b>Job family</b> | Care | <b>Role profile number</b> | CA11-0455 | <b>Grade</b> K |
|-------------------|------|----------------------------|-----------|----------------|

**Job purpose:** Undertake assessments, determine care packages/support plans and manage a large and complex caseload to maintain or improve the wellbeing of clients. Professionally supervise and support other colleagues.

The most common grade for professional level posts across the organisation. Grade K posts are higher in 'Creativity & Innovation' and 'Decisions', with a requirement for problem solving higher than grade J posts. These posts are required to give recommendation and implementation of solutions which have a direct impact on relevant stakeholders. These posts require not only a relevant professional qualification, but also practical experience of applying the skills obtained through study, in the workplace.

| Factor                                  | Relevant Job Information  |
|---|---|
| Supervision and/or Management of People | No full management of a team but will be required to monitor the quality and quantity of the work of others.<br>Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.  |
| Indicative qualifications               | Degree or equivalent experience/skills.<br>ITQ 2 or equivalent skill and ability demonstrating significant experience in IT systems.<br>Professional qualification in area of specialism.<br>Licence / certificate / qualification required for the role.   |
| Knowledge and Skills                    | Some relevant professional experience post qualification in a similar work environment.<br>Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation in the area of specialism.<br>Excellent ICT skills including use of Microsoft applications and specialist systems.<br>Experience of multi-disciplinary and partnership working and awareness of the issues involved.<br>Planning and workload management skills.<br>Proven assessment and investigation skills appropriate to the scope of the role. Ability to carry out complex client assessments.<br>Experience of using professional knowledge to work within referral systems according to established criteria.<br>Proven ability to work with challenging client groups and situations.<br>Excellent interpersonal and communication skills.<br>Proven ability to deliver training.<br>Accurate record keeping and report writing.<br>Good presentational skills.<br>Knowledge of financial assessment processes.   |
| Creativity and Innovation               | Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services.<br>Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies.<br>Contribute to long term strategies.<br>Responsible for professional advice, assessments or referrals, ensuring interventions are timely and cost effective.<br>Manage a complex and varied caseload within a framework of policy and procedures –subject to managerial control and review of results.<br>Research information to support and develop services for the client group.<br>Prepare standard reports and contribute to reports for court/tribunals as required, representing the service at court/tribunal attendance as required.<br>Assess and oversee adaptation work including advice and demonstration of specialist equipment to clients. |
| Contacts and Relationships              | Provide advice and guidance on complex issues which could be contentious and challenging in nature.<br>Ability to build relationships and engage successfully with colleagues /partners /customers /  |

|                                       |  |
|---------------------------------------|--|
|                                       | <p>contractors and suppliers<br/>Liaise with professional colleagues, providers and external agencies to co-ordinate actions and interventions where required.<br/>Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.<br/>Contacts will include: Senior managers, leadership team, councillors, stakeholder, external bodies, and partners.<br/>Support parents or carers regarding development issues including complex problems.</p>   |
| Decisions – Discretion & Consequences | <p>Using general guidelines and utilising a wide range of relevant information, make decisions which impact on the whole organisation. Advice is not normally available.<br/>Assess the options and take appropriate action, where only general guidelines exist.<br/>Decisions to ensure outcomes are achieved which serve the best needs of the customer and as a consequence can result in improved services.<br/>The consequences of the decisions will have an impact across the organisation.<br/>Conduct statutory and / or complex / specialist assessments of clients' circumstances and issues to determine intervention / referral to the appropriate service.<br/>Provide financial advice to support service provision and/or individual clients.</p> |
| Resources                             | Little or no responsibility for physical or financial resources.   |
| Work Demands                          | Work subject to interruptions and at times may be competing demands of work priorities.  |
| Work Environment                      | <p>Work may require some physical effort.<br/>Work potentially involving some risks due to nature of activities being provided and / or environment or public / customers.</p>   |
| Our Identity                          | <p><a href="#">Our Identity</a> sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.<br/>All of us are expected to demonstrate the elements of <a href="#">Our Identity</a> in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>  |
| Health & Safety                       | All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager.  |
| Equalities                            | Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via <a href="#">the whistleblowing policy</a> .   |
| Authority to work in the UK           | All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.   |

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

## ROLE DESCRIPTION

|                                       |  |         |
|---------------------------------------|--|---------|
| <b>Role description:</b>              | Social Worker Level 3                        |         |
| <b>Role profile family:</b>           | Care   |         |
| <b>Role profile number and grade:</b> | CA11-0455                                    | Grade K |
| <b>Number of posts:</b>               |  |         |
| <b>Service/Team:</b>                  | Children and Young Peoples Disability (SEND) |         |
| <b>Reports to:</b>                    | Team Manager                                 |         |

### Job Family overview

#### Care job family overview:

Support and assist the well-being of individuals and groups to assure their protection, security and development

- Safeguarding, protection and care
- Community, residential, day or field settings
- Ongoing risk/needs assessment of and advice for individuals/groups
- Specification of any non-council provision
- Individual or small group emphasis
- May involve personal care activities
- Likely to involve immediate response to client

### Service / Function Context

The overall responsibilities of the service/function are:

Wiltshire Council Children's Services is structured in dedicated function teams in order to improve delivery and outcomes for children, young people and families and to evidence this through performance and achievement of set standards.

Dedicated teams are as follows:

- Multi Agency Safeguarding Hub (MASH)
- Safeguarding and Assessment Services
- Looked After Children and Leaving Care.
- Children & Young Peoples Disability Team (CYPDT) – SEND Service

The Special Educational Needs and/or Disabilities 0-25yrs (Stability) Service exists to improve

outcomes and make a positive difference to the lives of children and young people with SEND, and their families, who require support to be included in their community.

The Service will provide high quality, coordinated child, young person and family-centred services which respond to needs and adopt a preventative and early help approach. Whenever and wherever possible services will be provided at a mainstream universal level (within communities) and barriers to this will be removed.

The Service will adhere to agreed key operating principles designed by customers and staff, and which ultimately place the child, young person and their family at the heart of service provision and empower them to live the life they choose. This will be achieved by enabling the provision of timely, coordinated services, planned in partnership with each child, young person and their family.

The SEND Service is a new and innovative service, pulling together key skills, knowledge and appropriate roles from across the Children and Young People Disabilities Teams and Schools and Learning.

The Service is delivered across two locality areas within the county of Wiltshire (North & East and South & West). SEND lead workers will be based within each locality.

The Service sits within Wiltshire's Children's Services which is led by the Corporate Director with Director of Children's Services responsibility. Children's Services in Wiltshire are delivered by a number of agencies working together through a shared vision and values. The Children and Young People's Trust provides the strategic direction for children's services through the development and implementation of the local Children and Young People's Plan. The Service will be pivotal in supporting delivery of the Council's overall Business Plan and the development of Commissioning Strategies and will be required to work closely with Commissioners, and in accordance with relevant service specifications.

Services are delivered in a way which listens to and responds to the voice of children, young people and their families. The Council places significant value on working with parents/carers through the local Wiltshire Parent Carer Council and has a strong track record of involving children and young people in the development of services.

## Job Purpose

Specific duties and responsibilities include:

- To undertake for children and young adults person-centred social work/community care assessment with customers and to plan for the provision of support and/ or services with customers in order to assist them meet their outcomes and to live as independently as possible fulfilling their individual potential. To ensure accurate and timely recording of all information/assessment activity onto the Social Care records database in accordance with work targets set by the Team Manager and Assistant team manager
- To be Primary worker with case responsibility for Children in Need, Children Looked After and when appropriate Children in need of Protection - depending upon the function of the dedicated team
- To operate within the County policy and keep up to date with social work methods, practice developments, new legislation and procedures, including the Children's Act 2004, Children & Families Act 2014, Every Child Matters and Care Matters agenda, The Care act 2014, NHS and social care legislation.
- To be responsible for the day to day interpretation of and implementation of statutory duties and departmental policy and procedures in the provision of services to children and young adults
- To be allocated work from the Team Manager or any person delegated to act on their behalf based on eligibility criteria and to hold case management responsibility for this work.
- To have a well developed understanding of assessment and the management of risks for adults and to be able to apply Council policy and support customers to manage risk appropriately. To identify where vulnerable adults may be at risk and to act in accordance with the Department's Safeguarding policies and procedures.
- To complete enquiries and assess, the needs of and risks to vulnerable children and young people in a timely manner giving due consideration to the wishes and views of the child and the child's family. This will include the completion of S47 enquiries, Single Assessments, Vulnerable Adults safeguarding and engaging service users and other relevant persons in the work base, homes or any other appropriate venue e.g. hospital, school etc.
- To take appropriate action to assess and minimise any identified concern or risk to children/young people in accordance with the requirements and timescales of Assessment Frameworks, Child Protection procedures and Looked after Children legislation and procedures
- To draw up and implement, with the child/young person and their family/carers, an appropriate plan to address identified issues and to maximise the participation of service users and carers in this process ensuring that social work intervention is ongoing only when necessary in people's lives.
- To carry out regular reviews of individual plans, record outcomes and formulate revised plans which are outcome focused.
- To convene meetings e.g. Core groups to assist in the implementation and review of plans for vulnerable children. To write reports for Child Protection Conferences, Planning Meetings, Looked after Children reviews, Legal meetings and Court Hearings and attend these as appropriate
- Participate in the team's social work duty rota
- To fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.
- Ability to travel on a daily basis and to undertake visits to families in their own homes or in other settings

## Person Specification

Specific qualifications, knowledge, and skills required for this role:

### Essential

- Professional Social Work qualification.
- Social Work England registered
- Have up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
- Thorough understanding of the needs of children in care.
- Up to date knowledge of key child care legislation, policies and practices central to the implementation of a professional social work service on behalf of the council.
- Knowledge of Every Child Matters, the five outcomes and shared processes.; **OR**
- Have up-to-date knowledge of relevant legislation and guidance in relation to working with, and the safeguarding of, vulnerable adults.
- Knowledge and understanding of Health & Social Care legislation and wider policy context for vulnerable adults

### AND

- Knowledge and ability to put into practice a range of theories, models and interventions and to assess impact for the service user.
- Knowledge of assessment processes including the contribution provided by other agencies, timescales and their impact on council and Government performance targets and indicators.
- Knowledge of Outcome focused interventions
- A minimum 2 years experience of direct work with CIN, LAC and their families and foster carers; **Or**
- A minimum 2 years experience of direct work with vulnerable adults and developing ordinary life, supported living options for young adults
- Experience of completing assessments, reports and plans for children identified as vulnerable and in need; **Or**
- Experience of completing assessments, reports and plans for adults identified as vulnerable and in need.
- Permanency planning-Form Fs, CPR, CP, LAC, PARs reports, matching/linking tool; **Or**
- Experience of Mental Capacity Assessments, DOL's, Best Interest Decisions.
- Case conference (High Risk) assessments/s47/Risk Assessments(fostering/LAC/CP); **Or**
- Experience of adult safeguarding
- Knowledge and evidence of assessment skills, including engaging with users of services, other professionals and agencies to achieve a holistic assessment.
- Ability to chair meetings-CIN, Core groups, PEPs, Placement meetings, Preparation for Adulthood meetings.  
Ability to professionally challenge – strategy discussions, fostering supervision visits, case conferences, Multi-Disciplinary meetings.
- Excellent report writing skills.

- Proven organisational skills, including the ability to prioritise work, manage own time effectively and meet deadlines.
- High quality performance at multiagency meetings/panels-minutes, decisions, reports
- Ability to keep accurate electronic records.
- Ability to contribute positively to the social work team and department.
- Takes responsibility for own professional development and commitment to evidenced based practice.
- Good IT skills
- Ability to manage competing demands of a caseload.
- Effective communication skills, both verbal and written with colleagues, outside agencies and service users.
- Ability to identify problems with some complexity and to demonstrate creative approach to such problems.
- Ability to develop and maintain effective professional relationships within and outside the department.
- Ability to produce reports to required standard on time.
- Excellent written and verbal communication skills.
- Ability to accurately calculate the cost of care support.
- Fluent in English Language

## Desirable

- Training qualification
- Understanding of Person Centred Planning.
- Experience of foster care and family placement work.
- Experience of Mentoring NQSW
- Experience of supervising student placements
- Supervision of staff, e.g. family support worker or sessional worker

## Career graded posts (where applicable)

Please list the posts that form part of this career grade structure:

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## Supporting information

### Driving classification

#### Occasional driver

A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.

#### Regular Driver

Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.

#### Required Driver

Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.

Employees should refer to the Corporate Driving at Work policy for further information.

### Driving trigger points

The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.

| Trigger Points            | Corrective Driver Training Course or further action | Additional corrective training if appropriate or further action |
|---------------------------|---|---|
| Points on driving licence | 6   | 9   |

| Trigger Points   | Discussion and advice on expected driving standards | Corrective Driver Training Course or further action | Additional corrective training if appropriate or further action |
|--|---|---|---|
| At fault accidents within a two-year period (whether work or personal) | 1   | 2   | 3   |

Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.

If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.

### Political restriction

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party

This role is not politically restricted



| <b>Professional fees and related occupational costs</b>   |                                     |
|---|-------------------------------------|
| As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council | <input checked="" type="checkbox"/> |
| This role does not have any professional or occupational membership requirements  | <input type="checkbox"/>            |

| <b>Clearances – Disclosure &amp; Barring Service (DBS)</b>  |                                     |
|---|-------------------------------------|
| This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service. | <input type="checkbox"/>            |
| This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an <b>Enhanced</b> DBS check before appointment can be confirmed.  | <input checked="" type="checkbox"/> |
| This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a <b>Standard</b> DBS check  | <input type="checkbox"/>            |
| The role requires a <b>Basic</b> DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.                 | <input type="checkbox"/>            |
| This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.  | <input type="checkbox"/>            |

| <b>Clearances – Baseline Personnel Security Standard (BPSS)</b>   |                                     |
|---|-------------------------------------|
| This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check | <input type="checkbox"/>            |
| This role is not subject to a BPSS check  | <input checked="" type="checkbox"/> |

| <b>Clearances – Non-Police Personnel Vetting (NPPV)</b>  |                                     |
|--|-------------------------------------|
| This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 2*</b> . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’).   | <input type="checkbox"/>            |
| This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 3*</b> (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to “secret” level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members). | <input type="checkbox"/>            |
| This role is not subject to a NPPV check   | <input checked="" type="checkbox"/> |

| <b>Safeguarding</b>   |                                     |
|---|-------------------------------------|
| For all roles within Children’s Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed. | <input checked="" type="checkbox"/> |

For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.



For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.

